BuyWays Page Change – November 16th

Beginning November 16, 2015, you will notice a change in BuyWays. The process for entering a purchase requisition will remain the same. The change will appear on the final review page when you submit your requisition.

Please follow the new steps below:

- Complete your requisition and select the Final Review link.
- Once you have reviewed your requisition, select the Submit Requisition link.
- A new page will appear see sample below.

Requisition Submitted

Next Steps
You can view or print this at: Requisition 1454003, or via the Document Search page

- View Approval Status
- Search for another item
- View order history
- Check the status of an order
- Return to your home page
- Create new draft cart

- You can view or print the requisition by selecting the requisition number.
- If you are an approver, click View Approval Status to approve the requisition.
You may also view the requisition in the **Requisition Summary** section by selecting the **Quick View** link.

<table>
<thead>
<tr>
<th>Requisition number</th>
<th>1454003 Quick View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition status</td>
<td>Pending</td>
</tr>
<tr>
<td>Cart name</td>
<td>Computer</td>
</tr>
<tr>
<td>Requisition date</td>
<td>11/3/2015</td>
</tr>
<tr>
<td>Requisition total</td>
<td>920.00 USD</td>
</tr>
<tr>
<td>Number of line items</td>
<td>1</td>
</tr>
</tbody>
</table>

The BuyWays Job Aids have been updated with this change. If you have any questions, please contact the Procurement Help Line @7-5060.

**Buyer Beware!!**

An individual pretending to be a representative from Dell is sending quotes from an invalid email address (procurement@umassedu.org). If you receive an email from this address, please notify Procurement Help Line @7-5060.

Please accept only a Dell quote that is added to the Dell Catalog on BuyWays by our primary representative, Kerry Martin.